

BOARD MEMBERS  
Andrew Tierney, Chairman  
Vacant, Vice Chairman  
Peter Hughes, Treasurer  
Susan Bransfield  
Rosemary Coyle  
Emmett Lyman  
Michael Maniscalco  
Kate Morris  
Stan Soby



DIRECTOR of HEALTH  
Don Mitchell, MPH RS

*Colchester, East Haddam, East Hampton, Hebron, Marlborough, & Portland*

Board of Health  
February 28, 2017  
1:00 PM  
Portland Public Library, 20 Freestone Avenue, Portland, CT.

Present: Andrew Tierney      Emmett Lyman      Michael Maniscalco  
Peter Hughes Stan Soby      Kate Morris

Others: Don Mitchell

1. Call to order

Chairman Tierney called this regularly scheduled meeting of the Board of Health to order at 1:05pm.

2. Public Remarks

There were no public remarks at this time.

3. Communications

- Letter from Dave Dander, DOH response

Mr. Mitchell distributed copies of a letter of concern from Dave Dander in regard to the timeliness of his food service license renewal, as well as Mr. Mitchell's response.

4. Director of Health Report

- Radon Program Update

Mr. Mitchell stated that all 80 kits have been distributed. There have been several elevated results reported. Mr. Mitchell has personal call each resident when results are received

- Audit Report

Mr. Mitchell noted that the 2016 Audit has been distributed and there were no significant findings.

- New Vehicle

Mr. Mitchell noted that our new 2017 Ford Fiesta was delivered and the 2003 Chevy Cavalier was picked up for trade in.

5. Old Business

- Revenue Collection to date

Mr. Mitchell distributed a revenue report in comparison to the prior two years. Although the numbers appear to be lower than the previous two years those amounts reflect revenue from Town of Haddam.

- Justification to raising Sanitarian II salaries now

Mr. Mitchell presented the following highlights for justification to increasing the Sanitarian ii salaries prior to July 1:

-To date we have expended \$339,914 of our budgeted \$558,949 salary line item.

-We currently expend approximately \$20,327 bi-weekly on salary.

-If we hire a full time administrative assistant with 3 months left in the current budget year, it would be approximately \$10,500 additional salary.

-If we increased the Sanitarian II salaries beginning March 1, it would be approximately \$1943 additional salary.

-We currently have available \$15,765.

-Additionally, we have not expended very much of the budgeted \$20,000 food service inspector.

-There will be no additional impact to the approved 2017-18 budget. Clarification was made that there will be additional increase to the salaries July 1. They will just be receiving the approved salaries increase as of March 1.

Discussion was held regarding the anticipated State budget cuts and deficits. Mr. Mitchell stated the proposed cut of 20% to the per capita (\$0.16/per capita decrease). Mr. Mitchell stated that he has been inquiring about an alternative to the Everbridge system, as well as delaying the purchase of another new vehicle, to cover the budget deficit.

**Following no further discussion motion was made by Mr. Hughes, seconded by Mr. Tierney, to approve the adjusted salary increases with the understanding that there will be no additional increase until July 2018. Vote was unanimous in favor.**

6. New Business

- Part time food service worker (vs. Contract)

Mr. Mitchell stated that he had discussion with Rob Miller, Eastern Highlands Health District, regarding contract food inspectors. Mr. Miller stated that they had gone with a part time inspector due to insurance coverage. Most inspectors do not have personal liability insurance and the district insurance would not cover contracted work. This part time inspector would inspect Class III and/or IV establishments at a rate of \$20 per hour and mileage reimbursement at the federal rate (currently \$0.545/mile). Consensus of the Board was to advertise the position and for Mr. Mitchell to present a full job description for the next meeting.

- State Health Budget potential impact on CHD budget

Previously discussed.

7. Approval of January 31, 2017 meeting minutes

**Motion was made by Mr. Hughes, seconded by Ms. Morris, to approve the minutes of January 31, 2017 as written. Vote was unanimous in favor.**

8. Public Remarks

There were not public remarks.

9. Adjournment

**Following no further business to discuss motion was made by Mr. Soby, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:05pm.**